

EE-4-7835
LS-6050

Security Information

29 October 1953

NSC review completed

ILLEGIB

MEMORANDUM FOR: Personnel Director

SUBJECT : Position of Executive Officer, Operations Coordinating Board.

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1. The Director advised me that the Operations Coordinating Board had selected [redacted] to assume the position of Executive Officer on or about 1 November 1953 and agreed that the position should be established at grade GS-18.

2. In view of the fact that a supergrade appointment is involved, it is necessary for CIA to furnish the position in order to be consistent with the Administrative Agreement concerning the Operations Coordinating Board. However, it is also necessary for CIA to obtain the approval of the Bureau of the Budget when furnishing supergrades to other agencies, and, consequently, I discussed the matter with Mr. Robert Macy, Chief, International Organizations Division, Bureau of the Budget, who deferred the decision to Mr. George Schwarzwaldor, the Bureau's representative in charge of OCB matters.

3. On 29 October 1953 Mr. Schwarzwaldor advised me that the Bureau of the Budget interposed no objection to the establishment of the position of Executive Officer by CIA at grade GS-18. However, it was agreed that when this over-all problem was settled the total number of supergrades supplied to the Operations Coordinating Board should be consistent with that which had been supplied to the Psychological Strategy Board. Mr. Schwarzwaldor specifically understands, however, that although this position might exceed the number now agreed upon it will be subject to adjustment at a later date.

NSC review completed

15/
L. K. WHITE
Acting Deputy Director
(Administration)

cc: Comptroller
General Counsel

MORI/CDF Page 1
(only)

~~RESTRICTED~~
Security Information

20 October 1953

NSC review completed

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Appointment of Executive Officer for the Operations
Coordinating Board

1. Mr. Walter A. RADIUS of the Department of State has been asked by General Smith to work out the details of appointing an Executive Officer for the Operations Coordinating Board at \$16,000 per year. I informed Mr. RADIUS that there was no normal way of establishing such a position unless one of the top White House slots were available; apparently none is.

2. The regular procedure for such a position is legislation, but this would require carrying the position at a grade GS-18 or lower until legislation were obtained. The only alternative is the use of the Central Intelligence Agency's broad statutory powers. If this were done by you on your own initiative, I believe you would be subject at least to criticism from the Bureau of the Budget and the Comptroller General in view of commitments and policies established on the proper use of special authorities granted to you and to the Agency.

3.

I believe a Presidential

indication that establishment of such a position is necessary to the proper functioning of the Operations Coordinating Board would be sufficient basis for you to establish the position. I have drafted a letter which I believe would be adequate for such action. If you wish to proceed on this basis, I will indicate to Mr. RADIUS that such a letter will be necessary to establish the position of Executive Officer at \$16,000 at this time.

/S/
LAWRENCE R. HOUSTON
General Counsel

NOTE: Never approved by DCI because it was decided to use top of CSC grade, GS-18, for this position. Orig. as part of the record, but no distribution made.

1 Att - Draft Letter
re appointment

OGC:LRH: EO/OCB

cc: DCI (2)

A-DD/A

Personnel Director

OGC ✓

CONCUR:

APPROVED: Kept

/S/ 20 Oct 53
L. K. WHITE
Acting Deputy Director
(Administration)

ALLEN W. DULLES
Director 25X1

~~RESTRICTED~~
Security Information

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THE WHITE HOUSE

The Honorable Allen W. Dulles
Director of Central Intelligence
Washington 25, D. C.

My dear Mr. Dulles:

By Executive Order 10483 I established the Operations Coordinating Board with ~~important~~ ^{important to the proper} coordination functions ~~in the~~ execution of national security policies. Section 3 of that Order provides for detailing employees ^{of} ~~and~~ member agencies to the Board, one of whom may serve as its Executive Officer.

It is essential to the effective functioning of this Board to have for the Executive Officer a man of the highest caliber. As the Central Intelligence Agency is ^{a member agency,} jointly responsible for the support of the Board, I request that you make provision for a position carrying compensation at the rate of \$16,000 a year to which will be appointed an Executive Officer approved by the Board.

The arrangements agreed upon by the members of the Board for other financial and administrative support are approved.

Sincerely yours,

Dwight D. Eisenhower

TRANSMITTAL SLIP			
29 September 1953 (Date)			
TO:			
A-DD/A			
BUILDING		ROOM NO.	
Administration		226	
REMARKS: Mr. Johnson of the OCB says they want the \$16,000 job for the Executive Officer. No such position exists for the OCB, and no provision is made for it in the Executive Order.			
<p>The only manner I can suggest for the OCB position is to repeat that procedure. The Director has power to do this, but there would certainly be exceptions and objections if he did it on his own initiative. If the President wants him to, however, I do not know who would object. Mr. Johnson</p>			
(over)			
FROM:		25X1	
General Counsel			
BUILDING		ROOM NO.	
25X1		317	

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ILLEGIB

OPERATIONS COORDINATING BOARD
708 Jackson Place, N. W.
Washington 25, D. C.

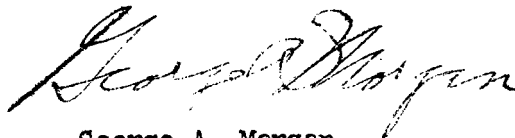
October 9, 1953

MEMORANDUM FOR THE OPERATIONS COORDINATING BOARD

SUBJECT: Functions of the OCB Executive Officer and Staff.

A draft description of the functions of the Executive Officer is submitted herewith for Board consideration at its next meeting on October 14, 1953. In addition, draft descriptions of the functions of the several components of the OCB are included for the information of the Board.

This memorandum replaces my previous memorandum of October 6 on the same subject.



George A. Morgan
Acting Deputy Executive Officer

Enclosure

Functions of the OCB Executive Officer
and Staff, dated October 9, 1953

October 9, 1953

FUNCTIONS OF THE OCB EXECUTIVE OFFICER AND STAFF

EXECUTIVE OFFICER

The Executive Officer serves at the pleasure of the Board as the Board's full-time principal executive officer. He attends all meetings of the Board but is not a member thereof. He shall:

- (1) Prepare the agenda for, and arrange for the presentation of material for discussion at, Board meetings.
- (2) Organize and maintain the flow of the Board's work and supervise the staff of the Board.
- (3) Follow the execution of the Board's decisions and in the event of lack of progress, bring the matter to the attention of the Board, with recommendations for appropriate action.
- (4) Prepare reports to the National Security Council for the Board's consideration.
- (5) Maintain liaison with the staff of the National Security Council in order to provide coordination of the Board's work with the activities of the National Security Council.
- (6) Record the Board's actions and decisions and advise those affected by them.
- (7) Maintain liaison with agencies of the Government with respect to matters assigned to the Board for coordination and arrange for the participation of non-member agencies when appropriate.
- (8) Bring to the attention of the Board new proposals for action within the framework of national security policies in response to opportunity and changes in the situation.
- (9) Perform such other duties as the Board may direct,

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DEPUTY EXECUTIVE OFFICER

The Deputy Executive Officer will act for the Executive Officer in his absence and perform any other duties and actions specified by the Executive Officer. He will serve as OCB adviser to the NSC Planning Board, subject to the concurrence of the Special Assistant to the President for National Security Affairs. In his latter capacity he will, subject to approval of the Board, bring to the attention of the Planning Board any lack of policy with respect to an OCB assignment.

SPECIAL ASSISTANTS

As required, special assistants from member agencies may be assigned to advise the Executive Officer on matters concerned within their respective areas of competence.

SECRETARIAT

The Secretariat will assist the Executive Officer in the performance of his functions as his principal means for coordinating the execution of national security policies assigned to OCB. It will:

- (1) Carry out advisory duties relating to the coordination of the interdepartmental aspects of implementing national security policies assigned to OCB.
- (2) Maintain close touch with the development and execution of detailed operational plans.
- (3) Recommend remedial action in the event of lack of progress or inadequate policy basis on the carrying out of responsibilities assigned to OCB.
- (4) Recommend terms of reference and composition of working groups.
- (5) Provide executive secretariat services to working groups of the Board.
- (6) Maintain liaison with non-member agencies and arrange for their participation when appropriate.
- (7) Provide such other services and functions as the Executive Officer may direct.

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SPECIAL STAFF

The Special Staff will serve the Executive Officer in fulfilling the following functions with respect to the matters within the cognizance of the Board. It will:

- (1) Support and carry out special assignments for the President's representative on the Board.
- (2) Prepare for the Executive Officer proposals for new action within the framework of national security policies in response to opportunity and changes in the situation.
- (3) Support the Special Assistant for Intelligence in providing current information to the President's representative on the Board and the Executive Officer in regard to foreign political, military, economic and sociological developments affecting the implementation of national security policies assigned to OCB as defined in Sec. 2 of Executive Order #10483.
- (4) Carry out such special assignments as the Board may direct, including preliminary assessments of foreign opinion climate with respect to specific situations which bear upon the feasibility of proposed actions.

EXECUTIVE ASSISTANT

The Executive Assistant assists the Executive Officer in the performance of his functions by serving as his general assistant. He will:

- (1) Prepare draft agenda for and record decisions at Board meetings.
- (2) Notify those affected of Board actions and decisions.
- (3) Review papers to be signed by the Executive Officer for completed staff work; and facilitate the transmitting of necessary information to the staff.

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- (4) Develop such plans and instructions as may be necessary to organize the staff and its work properly.
- (5) Provide liaison with staff of the NSC.
- (6) Provide an adequate system of internal personnel and physical security and maintain liaison with the security officers of other agencies.
- (7) Supervise the Administrative Office and the Reports Staff in the performance of their assigned functions.
- (8) Provide such other services and functions as the Executive Officer may direct.

REPORTS STAFF

Under the general supervision of the Executive Assistant, the Reports Staff will assist the Executive Officer in the performance of his function of reporting to OCB. It will:

- (1) In consultation with the Secretariat, maintain contact with the OCB member agencies and with non-member agencies having OCB assignments to secure information on their operations and accomplishments in fulfillment of their OCB responsibilities.
- (2) In consultation with the Secretariat, be prepared to report on the progress of those OCB assignments where there is no formal working group or where the Secretariat has no formal responsibility.
- (3) Develop liaison with the NSC reporting staff to insure the adequacy of OCB reports.
- (4) Prepare general or special progress reports, upon direction, for the OCB and the NSC on the national security projects assigned to the OCB.
- (5) Prepare such additional reports as the Executive Officer directs.

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ADMINISTRATIVE OFFICE

Under the general direction of the Executive Assistant, assures adequate administrative services to the OCB staff by:

- (1) Providing, in conjunction with the Department of State, personnel, budgetary, space, communication and office services.
- (2) Establishing and maintaining an adequate program for personnel and physical security, including a security control system for Board documents.
- (3) Maintaining the central records and files of the Board.

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